

Workshop Meeting, October 13, 2014

Chairman Raymond Equils called the meeting to order at 19:00 hours, followed by the Pledge of Allegiance. Chairman Equils then read the Opening Statement, noting this meeting was advertised on Sunday, December 29, 2013 in the Asbury Park Press and posted on two (2) municipal Bulletin Boards and in the firehouse, as required by the Open Public Meetings Act, commonly referred to as "The Sunshine Law."

Roll call was taken with Commissioners Eadicicco, Equils, Kelly, Scarlato, and Stalling being present. Also present were Mr. Jay C. Sendzik, Esq. and Mr. Barry J. Osborn, C.P.A., the board's legal counsel and auditor, respectively. It was also recorded that there were zero (0) line officers or firefighters present; and there were zero (0) members of the public present at the start of the meeting.

Chairman Equils turned the floor over to Mr. Osborn, for his presentation of his review of the Final Audit and related documents for the Year ending December 31, 2013 and 2012. He presented each board member with a bound copy of the formal Budget Audit Review and all supporting documents. He also provided two (2) copies of the Budget Audit Synopsis, for publication twice (2 times) in the legal paper of the board.

During the review, Mr. Osborn noted that a transfer of \$8,500.00 from the Line Account for "Rent" was required; to cover a shortfall in the Line Account for "Commissioner Compensation."

This was done with the approval of **RESOLUTION #10-13-14-01**; A Resolution Designating Budget Transfers for the 2013 Fiscal Year. This Resolution is retroactive to December 31, 2013.

This Resolution was introduced and seconded by Commissioners Eadicicco and Scarlato, and passed unanimously by the board.

Mr. Osborn also highlighted that there was a "Surplus" of \$104,000.00 in this budget which was not allocated. All of these funds will be designated to the Unreserved Funds Account, and are available for use in future budgets to reduce the amount of any tax levies.

Commissioners Scarlato and Stalling then introduced **RESOLUTION #10-13-14-02**; A Resolution Authorizing the Publication of the Synopsis of the Budget Year Ending December 31, 2013 and 2012. This resolution was passed unanimously by the board.

Mr. Osborn then presented **RESOLUTION #10-13-14-03**: A Resolution Certifying Compliance with N.J.S.A. 40A:5A-17. This Resolution was introduced by Commissioners Scarlato and Stalling, and was passed unanimously by the board.

Lastly, Mr. Osborn presented the required affidavit for the individual board members to sign; Certifying that they have reviewed the 2013/2012 Budget Audit Documents, as required by N.J.S.A. 40A:5A-17.

It was noted that Mr. Osborn will forward the required documents to both the Division of Local Government and the Township of Howell's Municipal Clerk, as required. And that Clerk of the Board Kelly will forward them to the webmaster for loading to the district web site. He will also cause the "Synopsis" to be published two times in the district's official newspaper.

This concluded Mr. Osborn's presentations, and Chairman Equils then turned the floor over to Mr. Sendzik, the district's legal counsel, for various items.

Mr. Sendzik reported he will complete his review of the Proposed Medical Examination Policy, and issue his report for the November Regular meeting.

He then entertained several questions from board members on legal threshold for purchases, and other items. He responded as follows;

He stated that for purchases of 500.00 or less, quotes are not necessary. For amounts between \$500.00 and \$2,650.00 quotes are needed, but they may be informal quotes, can be verbal in nature, but should be properly documented.

Formal written quotations are required for purchases totaling between \$2,650.00 and \$17,500.00. Must solicit quotes from at least 2 companies, which must include their Business Registration Certificate.

Annual aggregate purchases over \$17,500.00 with any single vendor require formal quotations. Should be done at start of the year, and be held for the balance of the year.

Suggested having 3 categories of "bids" for vehicles, such as: Maintenance and Repairs; Preventative Maintenance; and Small Engine Repairs. This may allow smaller dollar totals, permitting less complicated quotations processes to be utilized.

Mr. Sendzik went on to note that purchases with vendors currently approved on the state list of approved contractors or vendors do not need additional quotations. Purchases under \$17,500.00 with state approved vendors can be approved with an approved motion; while purchases over \$17,500.00 must be done by resolution.

Mr. Sendzik noted the board may want to investigate the need for a part time employee to assist with quotes, meeting minutes, web site development of updating, etc.

Mr. Osborn noted the board may want to modify its 2015 Proposed Budget, to create a Salary Line for an employee, with a minimal or basic amount of \$1,000.00 to hold the line account in place.

Commissioners Scarlato and Eadicicco made a motion authorizing the suggested change. The motion was passed unanimously by the board.

Vice Chairman Scarlato thanked Messrs. Sendzik and Osborn for completing the pension enrollments for himself and commissioners Stalling and Eadicicco, noting the updating of Commissioner Kelly's still needs to be done.

He asked where the funds will come from, to pay the back years of payments due the pension accounts for the 4 commissioners involved. Mr. Osborn responded that the funds are in the board's accounts, as they were withheld but never paid. The board will pay the full amount due for each account, when the proper invoicing comes from the state pension system.

When the time comes for the payments, a transfer of funds from Unreserved Funds Account into the Payroll Account will be required.

As for any interest due on those monies, Mr. Sendzik replied he would have to look into that, as he did not know about the DCRP plan. However, he didn't think it would affect the NJ-PERS System.

Regarding the proposed construction at the firehouse; there were some questions to and answers from the board's professionals. It was suggested the board could increase the rent payments to cover increased costs to fire company. This could be done in a new lease starting in 2016, as the current lease runs through December of 2015.

There is an issue for the board with ADA compliance for access to a public body for meetings, etc.

There is also the option for the board to capitalize the lease for a period of time such as 35 to 40 years as was done at Laurelton, in Brick Township.

This concluded discussions and Mr. Osborn and Mr. Sendzik left the meeting and the board resumed its regular workshop agenda.

CRITICAL CORRESPONDENCE: No critical correspondence was reported.

OLD BUSINESS: It was reported the missing Thermal Imaging Camera for Engine 478 was located and is back in service. No loss claim is required.

Discussed assigning All-Com Technologies in Wall Township as a new vendor for repairs of communications equipment. Will be placed on tomorrow night's agenda.

NEW BUSINESS: Clerk Kelly noted the need to schedule the date for the Public Hearing for the Proposed 2015 Budget. Item will be placed on agenda for tomorrow night.

It was reported the air compressor on Engine 478 is broken and no longer works. Replacement is needed as truck is still on line, and it will be "First Due" when Engine 475 is out for warranty repairs. Per Chief Engineer Marty Kelly, cost of a new compressor is between \$700.00 & \$800.00.

Motion to purchase the compressor was made by Commissioners Scarlato and Kelly, and passed by the board.

No word yet on scheduling of U/L testing – awaiting contact from U/L.

NEW TRUCK During discussions with attorney Sendzik; Vice Chairman Scarlato asked if the board will have to seek sealed bids to purchase Holmatro Extrication Equipment for the new truck. Mr. Sendzik replied not if the vendor is on the state contract list of approved vendors.

But if the vendor or any other vendor is a "Sole Source for a Proprietary Purchase" than a resolution to purchase as such is required. Mr. Sendzik will draft a resolution for that purpose, which can be modified afterwards for other local issues or purchases of similar situation.

It was further noted this would not be needed for the Holmatro purchase, as the preferred vendor (ESI Equipment) is already on the state's pre-approved list of vendors.

PAYROLL No payroll actions were taken at this meeting.

TREASURER'S REPORT Following the completion of the voucher and check entry by Treasurer Stalling; he reported bills totaling \$21,279.80, requiring a transfer of funds in the amount of \$22,000.00. These amounts agreed with the calculations prepared by Purchaser Eadicicco.

The Treasurer's Report was accepted on a motion by Commissioners Kelly and Scarlato, and passed unanimously by the board.

GOOD AND WELFARE Commissioner Eadicicco announced he is scheduled for knee surgery, which may require him to miss the November meetings.

PUBLIC COMMENT There were zero (0) officers or firefighters and zero (0) members of the public present, and there were no other comments offered.

Page 4.

ADJOURNMENT This concluded the business for the workshop, so a motion to adjourn was made by Commissioners Kelly and Stalling, and passed by the board.

The meeting closed at 21:21 hours.
Respectfully Submitted,

Robert J. Kelly
Clerk of the Board

RJK/rjk

10/13/14